Gilberto Castro
**347-691-2024**

EDUCATION
Lafayette High School, Brooklyn, NY

PROFESSIONAL EXPERIENCE
FREELANCE, New York, NY
Security, Mar 2011 -- Dec 2013
• Call police or fire departments in cases of emergency, such as fire or presence of unauthorized
persons.
• Create or implement security standards, policies, and procedures.
• Monitor and authorize entrance and departure of employees, visitors, and other persons to guard
against theft and maintain security of premises.
• Protect personal property.

MX ENERGY, Brooklyn, NY
Sales Representative/Energy Consulting, Sep 2009 -- Mar 2010
• Answer customers' questions about products, prices, availability, or credit terms.
• Prepare sales contracts for orders obtained, and submit orders for processing.
• Collaborate with colleagues to exchange information, such as selling strategies or marketing information.
• Prepare sales presentations or proposals to explain product specifications or applications.

MAJOR ENERGY, Brooklyn, NY
Sales Representative/Energy Consulting, Mar 2009 -- Aug 2009
• Explain to customers how specific types of advertising will help promote their products or
services in the most effective way possible.
• Locate and contact potential clients to offer advertising services.
• Process all correspondence and paperwork related to accounts.
• Prepare promotional plans, sales literature, media kits, and sales contracts, using computer.

PETS VENDING, Brooklyn, NY
Vending Machine Filler, Jun 2008 -- Dec 2008
• Fill machines with products, ingredients, money, and other supplies.
• Collect coins and bills from machines, prepare invoices, and settle accounts with concessionaires.
• Test machines to determine proper functioning.
• Transport machines to installation sites.

VISIONS SELIS MANOR, New York, NY
Customer Service, Jul 2007 -- Sep 2007
• Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
• Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities
for events, such as banquets or meetings.
• Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
• Brew coffee and tea, and fill containers with requested beverages.